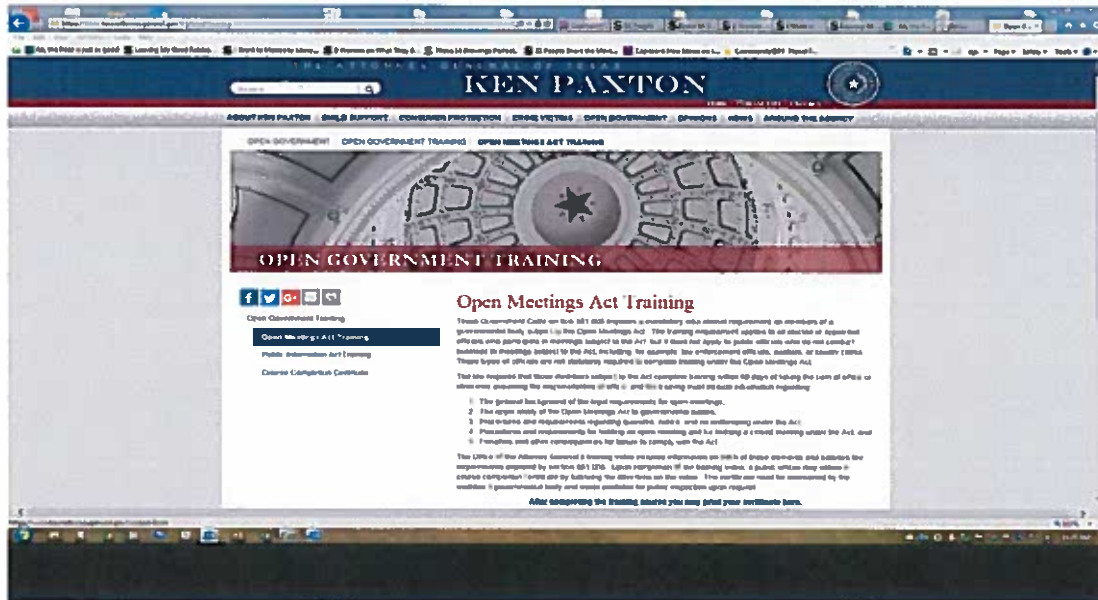


State law requires that you go through (1) Open Meetings Act Training and (2) Public Information Act Training within 90 days of your appointment. The Texas attorney general's website offers these online courses for both of the trainings. After you view the video, please print out a certificate which must be provided to Donna Martinez, MartinezDM@elpasotexas.gov. Thank You

Open Meetings Act Training video

<https://www.texasattorneygeneral.gov/og/open-government-training>



Public Information Act Training

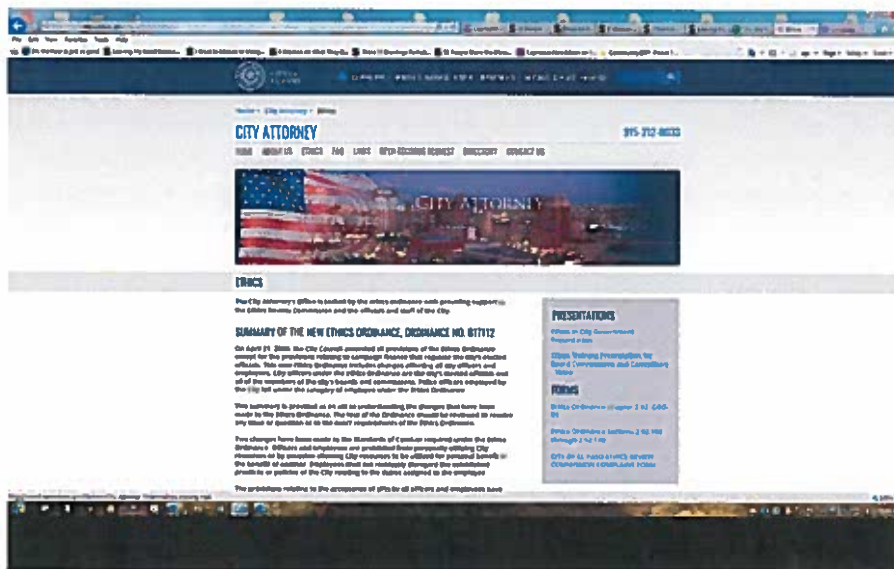
<https://www.texasattorneygeneral.gov/og/pia-training>



The City of El Paso requires that you go through (1) Ethics Training and (2) Sexual Harassment Training within 90 days of your appointment. The Ethics Training Video is on the City Attorney website.

Ethics Training Video – City Website

http://www2.elpasotexas.gov/filesare/City Attorney Videos/ethics_training.mp4



The City of El Paso Human Resources Department offers Sexual Harassment Training classes on a monthly basis. Planning Staff will forward the available training classes to you at the end of the month. Please contact Donna Martinez, martinezdm@elpasotexas.gov or 212-1583 to schedule your training class.



2018

January-April
Training Catalog

Integrity

Respect

Excellence

Accountability

People

Mandatory Trainings

Ethics, Sexual Harassment Prevention & Violence in the Workplace

This course will include three of the mandatory trainings. The ethics part will present the key aspects of ethics in city government. It will review the city's ethics ordinance, state laws that apply, and give real world examples of conduct that would be considered unethical. The sexual harassment prevention part of the training will present the key aspects of what constitutes Sexual Harassment and how to prevent it. It reviews the city policy, legal definitions, how to identify sexual harassment and provides real world examples of sexual harassment conduct. The violence in the workplace section of the course will give attendees a working knowledge of the violence in the workplace policy, the roles and responsibilities, learn about the "walk away" strategy, and discuss the factors and can identify violent behavior. Participants will also learn the procedures to take in case an emergency happens and learn how to survive an active shooter.



***Note:** This is a mandatory course and must be renewed every 3 years.

Date	Time	Instructor	Location, Room	Prerequisite	Strategic Goals
February 16	1:00-3:00	Rogers	Clardy Fox Library Branch, Clardy Fox Multi-Purpose Room	None	5.1, 5.4, 6.4, 6.8
April 27	8:00-10:00	Gilyard	Pebble Hills Regional Command Center, Karl McDonough Community Room	None	5.1, 5.4, 6.4, 6.8

Performance Review

In this session, participants will learn how the components of the Performance Review and the Optional Self Performance Review. Throughout the session, participants will review the Performance Review and the Optional Self Performance Review documents, learn about SMART goals, learn about the importance of ongoing communication between a supervisor and an employee, go through a series of scenarios to learn the timeline of their own evaluation, and learn to navigate the documents to fill them out.



***Targeted Audience:** All employees.

Date	Time	Instructors	Location, Room	Prerequisite	Strategic Goals
February 5	9:30-10:30	Piña	MSC, Cotton Patch	None	5, 6